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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
 THRU : Deputy Director of Training
 FROM : Registrar/TR

DATE: 7 May 1959

SUBJECT: Weekly Activity Report No. 18
 29 April - 5 May 1959

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. Interest has been growing for the past several weeks in the new Air Force Ballistic Missile Orientation Course conducted at Santa Monica, California. It is a good program. We have received to date five (5) spaces and will be requesting approximately fifteen (15) for the remaining calendar year. The security requirement levied on us by the Air Force was a Top Secret clearance with a "need to know". In the case of the Maxwell Orientation Program, some years ago, this meant that a [] clearance was required. A problem came to a head this week when an SR employee, without a [] clearance, was nominated for the May running of the Santa Monica course. Our recent participants in the program had a difference of opinion as to whether or not "restricted data" was presented. After indefinite answers from local AF contacts, a call was placed to the Deputy Chief, Personnel and Manpower, Ballistic Missile Center, Santa Monica, Calif. for an answer to our question, "Is a [] clearance required for attendance at this course?" The answer was in the negative. However, based on our past experience with weapons and missiles programs, we will send only those employees in next FY who possess a [] clearance. We're also inquiring into MATS travel again.

2. During the past week, [] attended a luncheon with our two Army War College candidates for 1959-60 course and [] MPD, who was formerly security officer at []. This proved to be a very informative and worthwhile get-together as [] gave us a rather thorough briefing on the program and the living conditions at the College. [] left the War College in December 1958.

25 YEAR RE-REVIEW

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25X1 *DDS* 3. The applications for the fourteen (14) Agency nominees for the [] Summer Program will be completed within the next couple of days. I've phoned [] and received acceptance of all of the candidates. 25X1

4. The National War College students departed yesterday on their overseas trips.

5. As I become more aware of the mysteries of budgeting as practiced by the experts and technicians here, I'd like to suggest as a non-budget employee that we need to have:

a. A course designed for such as School and Staff (or Division and Branch) Chiefs to produce on their part some common understanding of the intent and operation of any budget system so that we can begin to prepare for the new one meaningfully, and

b. effective communication from budget personnel, particularly in expository writing.

An informed group of the many non-budget personnel who must prepare the back-up data which we feed to our budget representatives could result in material savings within the Agency, both in dollars of budget money asked for and in man-hours of preparation to justify the asking.

25X1 25X1 25X1 6. In the area of component conducted training, [] through consultations with [] and [], has keep in touch with Management Staff's renewed intention and preparations to sponsor a variety of internal programs concerned with records management training. 25X1

25X1 25X1 25X1 7. [] (FDD/TLO) has just informed us that FDD is planning to conduct a part-time Intensive [] Reading and Grammar course, starting 19 May. In addition to meeting FDD's own needs, this course is being offered to fulfill a WE requirement for the training of four persons in [] 25X1

8. [] has been doing some aggressive recruiting to obtain a class for the one-week Southeast Asia Orientation. He has reported the names of 7 employees and 4 dependents to this office. Officially, we have only 1 registrant as of Thursday noon for the class scheduled to begin next Monday.

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9. There are probably few occasions when one can praise an employee engaged in personnel work for prompt action in inquiring into an apparent administrative error plus effecting a quick decision favorable to an individual when the facts have been determined. Consequently, I want to highly commend [redacted] for her recent efforts and full cooperation after I asked her to re-examine the processing actions re Laurie [redacted]

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10. [redacted] turned over his working papers on P.L. 85-507 to me, as requested by DTR. We'll have no problems of magnitude involving the many excepted paragraphs because our continuing record system of the past several years is just about in line with what would have been required of us had we not received exemption from reporting. The two principal areas of concern are:

(a) provision for recovery of scholarships awarded from external sources when these duplicate authorized external training funds. The Comptroller's Office is working on this phase.

(b) Para 23 of the Act which deals with absorption of costs. The Bureau of the Budget is just beginning to release instructions on this one, and more will probably follow. One logical action that we might take in the next fiscal year, if necessary, would be to delegate correspondence training approval, control and funding to the sponsoring office, or at least to OC. [redacted] regularly requires an RCA correspondence course or equivalent for about every new employee, reimbursable upon satisfactory completion. Commo alone accounts for more than 80 per cent of correspondence requests. Since the cost is appreciable, OC might elect to run their own correspondence study course in electronics.

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11. The ups and downs of CPW enrollments should be enough to leave [redacted] and company with all hairs pulled out. Right now we have 16 green sheets plus 4 names. Ed foresees shrinkage to 15; my estimate is 17.

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12. Copies of the training evaluations prepared with some efforts by [redacted] on the [redacted] Course were forwarded to us and thence to MPD in accordance with the latter's memo on "Active Duty Training within CIA." MPD has just sent them back to us as of no interest for their military 201 file, due to sensitivity.

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13. gave me a brief, enthusiastic report on the AMA course at Saranac Lake. We'll meet next week when his written comments have been completed.

DDS

14. During the week 29 April - 5 May 1959, there were 929 persons enrolled in OTR conducted training. The breakdown for enrollment is as follows:

232 enrolled in 40 classes (14 Languages) voluntary

270 enrolled in 45 classes (14 languages) internal

187 enrolled in 9 Intelligence School courses

135 enrolled in 7 Operations School courses

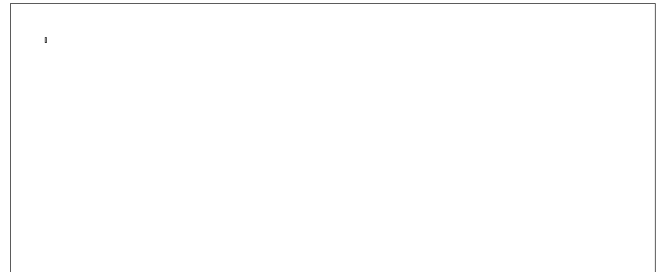
53 enrolled in 3 SIC courses

29 enrolled in 3 area courses

9 from other Government agencies

14 Dependents

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*We're a bit later than usual
with this, but our trouble our
electric typewriter has acted up again.*

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